

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **CODE ENFORCEMENT OFFICER I**

DEPARTMENT: **BUILDING**

BASIC FUNCTION:

Under general supervision, to perform routine field investigation and office work to enforce and ensure compliance of occupancy, zoning, sign, vehicle abatement, building and housing codes and other ordinances; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

The Code Enforcement Officer I is the entry, training level in the code enforcement series. Incumbents work under the direction of a Code Enforcement Officer II, performing the more routine inspections and code enforcement activities, or assisting in inspection activities with a more experienced inspector. Routine inspection/enforcement would not involve cases of prior violators; violations involving sensitive issues; or cases in which court action is expected. Code Enforcement Officer I's would be expected to prepare cases for court action, and appear in court to testify if such action was the result of their assignments, however. Work is reviewed in progress and/or upon completion for accuracy and completeness. Advancement to Code Enforcement Officer II occurs when training is completed, and the incumbent has acquired the requisite knowledge and abilities necessary to effectively perform the full range of code enforcement work.

KEY RESPONSIBILITIES:

Learn and perform routine office and field investigation work in the enforcement of City codes, ordinances, and abatement regulations.

Provide information to property owners, tenants, and the general public through individual contact in the field, over the counter, and by telephone.

Learn to initiate and respond to criminal/civil complaints under direction. Testify when necessary in hearings and court proceedings, and follow-up to ensure compliance.

Learn to prepare and maintain records of investigations made and actions taken; maintain inspection files, records, and logs; learn to write reports and chronologies; learn to write letters and prepare notices of violation regarding matters being investigated.

Coordinate actions with other city, county, and state departments in the enforcement of code violations when so directed.

REPORTING RELATIONSHIPS:

This position reports to Code Enforcement Officer II.

QUALIFICATIONS:

Knowledge of:

Laws and ordinances pertaining to zoning and land uses.

Basic principles and practices of municipal zoning and land use.

Ability to:

Learn and apply procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.

Learn, properly interpret, and make decisions pertaining to laws, ordinances, regulations, and policies.

Deal with the public tactfully, yet firmly.

Establish and maintain cooperative relations with those contacted in the course of work.

Photograph violations being investigated.

Learn to access computer file for information.

Communicate clearly and concisely, orally and in writing.

Understand and carry out oral and written instructions.

EXPERIENCE AND EDUCATION:

Two years of experience performing public contact work. Equivalent to completion of the twelfth grade, including or supplemented by courses in social science, planning, law, public administration, law enforcement, or a related field.

SPECIAL REQUIREMENTS:

Possession of a Class C California Driver's License and a satisfactory driving record.
May be required to work after hours and weekends.